Approved For Release 2000/05/23 : CIA-RDP78-03091A000200010002-5

DD/S 67-5463

24 OCT 1967

MEMORANDUM FOR: Heads of Support Career Services

SUBJECT : Requests for Extension of Retirement Dates Under the CSRS

1. The actions of the Agency's Retirement Board indicate that it is willing to recommend favorably to the Director of Personnel requests for extensions of retirement dates under the Civil Service Retirement System provided:

a. The request is supported by the Head of the Career Service and the Deputy Director concerned;

b. The individual requesting the extension is performing his duties satisfactorily and is not blocking the career progression of other employees.

2. In order to provide uniformity in the timing of these determinations in the Support Directorate, requests for extension of retirement dates will normally be submitted approximately one year before the eligibility date. Further, extensions will normally not be supported for more than one year at a time.

3. In applying this policy, Heads of Career Services are encouraged to be flexible in terms of a few months. For example, if an employee becomes eligible to retire in July and wants to extend for 17 months in order to retire in December, this should be recommended, provided, of course, that the performance criterion is met. Furthermore, flexibility is encouraged in situations where a longer than one year extension is only reasonable. For example, an employee who is scheduled for an overseas assignment but who

Approved For Release 2000/05/23 : CIA-RDP78-03091A000200010002-5

ADMINISTRATIVE - INTERNAL USE ONLY
Approved For Release 2000/05/23 : CIA-RDP78-03091A000200010002-5

will become eligible for retirement after fulfilling a part of the assignment should be recommended for extension to the completion of his tour.

STATINTL [redacted]

R. E. Lehmann
Deputy Director
for Support

STATINTL [redacted]

ADMINISTRATIVE - INTERNAL USE ONLY
Approved For Release 2000/05/23 : CIA-RDP78-03091A000200010002-5